

# Material Transfer Agreements in Phoebe

Kate Lewis, Associate Director and Anissa Jones, Industry Contracts Officer

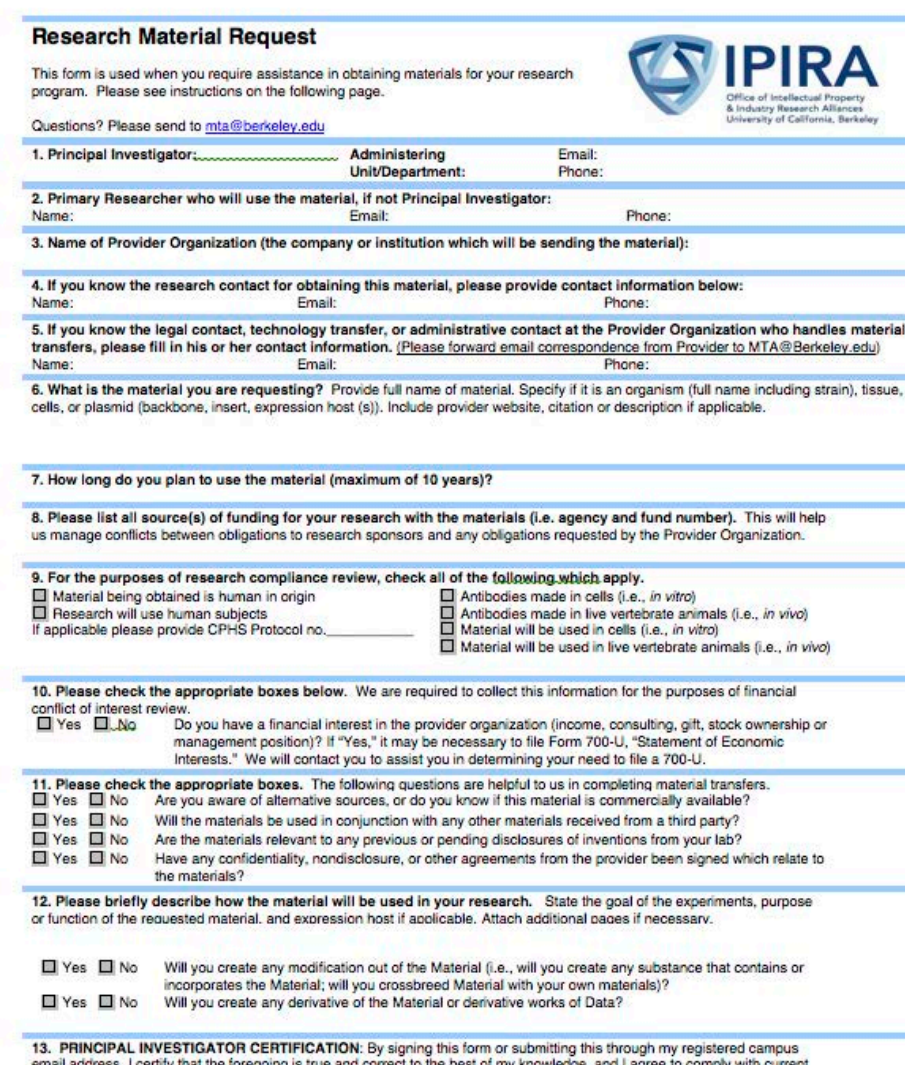
## BACKGROUND

The Industry Alliances Office negotiates and signs all incoming **Material Transfer Agreements (MTAs)** for UC Berkeley. Material Transfer Agreements are contracts that dictate how **research materials, data,** and certain types of **software** are transferred, used, and disposed of at UC Berkeley. Some examples of research materials are cell lines, plasmids, vectors, mice, and blood samples. Data can include data from companies about their users, personally identifiable information about human subjects, medical information, and more. Software materials can include microchips, code, algorithms, and design kits.

## PROCESS IMPROVEMENT

CURRENTLY, MTAs ARE SUBMITTED TO IAO VIA AN EMAILED PDF FORM.

MTA INTAKE WILL BE MOVING TO PHOEBE, AND THE PROCESS WILL BE VERY SIMILAR TO PROPOSAL INTAKE.



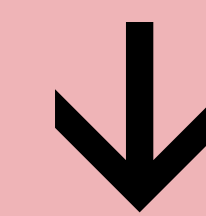
Currently, **Lab Managers, PIs, Graduate Students, and Postdocs** are the primary requestors of new MTAs. They complete the **MTA request form** and submit it, along with the MTA contract, to IAO via [mta@berkeley.edu](mailto:mta@berkeley.edu). IAO completes compliance checks, reviews for conflicting obligations with the funding agreement, and reviews the MTA for compliance with UC policy. After negotiating and signing the MTA, the fully executed agreement is uploaded into **Phoebe Search**.

**CSS RAs** will be responsible for creating a **new MTA Phoebe record**. They will enter the minimum amount of information, and will add the lab manager, postdoc, and/or graduate student as **“Aggregators.”** The **Aggregators** and **PI** will be responsible for completing the questions tab, uploading the MTA into the attachments tab, and submitting the MTA form. These Phoebe records only need to be approved by the PI before getting routed to **IAO**.

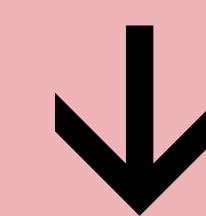


## MTAs IN PHOEBE

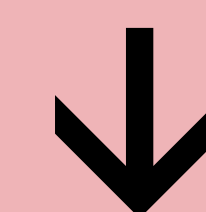
**PI, Graduate Student, Lab Manager, or Postdoc (collectively, “Researcher”) Requests Material from Provider**



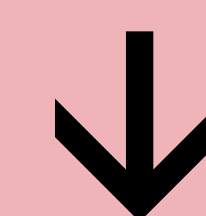
**Researcher contacts CSS RA to initiate the Phoebe record. Researcher Provides adequate information, and CSS RA creates record and adds non-PI Researchers as “Aggregators”**



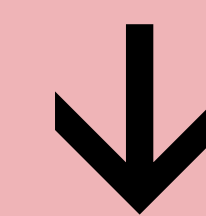
**Researchers complete the Phoebe Material Transfer record, approve it, and the record routes to IAO**



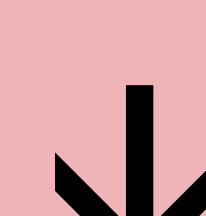
**IAO reviews the MTA and completes compliance checks (EH&S, OPHS, COI). IAO approves the Phoebe Material Transfer record and creates a Material Transfer Agreement Award**



**IAO reviews obligations in funding agreement and negotiates the MTA**



**IAO finalizes the MTA, signs it, and uploads the MTA to Phoebe Search**



**Provider transfers the materials, data, or software, and the research begins!!**

## WHY PHOEBE?

Phoebe is an established and familiar system, and it has a built in capability to handle Material Transfers. In addition, it can automatically route the MTA, streamline the award set up, and automate the process.

**MTAs IN PHOEBE WILL STREAMLINE THE MTA PROCESS AND STANDARDIZE PROCESSES AND SYSTEMS FOR PRE-AWARD RESEARCH ADMINISTRATION.**

## WHAT IS CHANGING?

- CSS RAs will now be involved in the creation of Phoebe records for MTAs. By becoming involved in this process, CSS RAs will be aware of **all PI activity** in their PIs portfolio, as all records will be in Phoebe from the beginning, which will allow easy **tracking and reporting**. This also affords the opportunity for increased **communication, transparency, and metrics** among the research administration pipeline.

## TIMELINE FOR IMPLEMENTATION

June / July 2017 – Process and implementation guide (IAO)

July / August 2017 – IAO meets with CSS leadership to develop roles and responsibilities and pilot plan.

August – November 2017 – Pilot MTAs in Phoebe

December 2017 – March 2018 – Phase out paper form

April 2018 – MTAs will only be accepted through Phoebe.